

State Office Use Only	Missouri Department of Health and Senior Services - WIC & Nutrition Services		WIC Operations Manual (WOM)  Health & Nutrition Handbook (HNAH) Reference No. or Other	LOCAL WIC PROVIDER NAME:			
	NUTRITION and CLINIC OBSERVATION WORKSHEET			MONITOR DATES:			
	Reporting Fiscal Year: 2010			WIC STAFF:			
	DESCRIPTION	Scope of Work (SOW) Reference No.		Check One MS   NI   U			COMMENTS (Attach additional sheets as necessary.)
<b>I. CLINIC OBSERVATION</b>							
	<b>A. Anthropometric Techniques</b>						
406	1. Appropriate anthropometric measurements collected	2.4.4	HNAH, 2.02800				
408	2. Scales balanced before each participant weighed	2.4.4	HNAH				
	3. Techniques for infants						
410	a. Undressed, dry diaper only	2.4.4	HNAH				
412	b. Stretched out properly to assess length	2.4.4	HNAH				
	4. Techniques for women and children	2.4.4	2.10400, 2.10300				
416	a. Heavy clothing and shoes removed for weight and height	2.4.4	HNAH				
418	b. Height is measured properly	2.4.4	HNAH				
420	<b>B. Mandatory Dental Health Questions (MDHQs) are asked or Oral Inspection (OI) is performed and documented on all participants.</b>	2.4.4	2.03900, 2.02800, HNAH				
	<b>C. Biochemical analysis techniques</b>	2.4.4	2.04350, HNAH				
422	1. Disposable gloves used, one pair per participant	2.4.4	HNAH				
424	2. Finger prepared before puncture	2.4.4	HNAH				
426	3. Blood sample collected according to lab equipment used	2.4.4	HNAH				
428	4. One puncture per device	2.4.4	HNAH				
430	5. Dispose of blood-related materials in a puncture-proof container	2.4.4	2.04350				
	<b>D. Food Prescription</b>						
450	1. Appropriate staff person prescribes food package.	3.1	2.01200, 2.01400, 2.01500, 2.01650, 2.01700, 2.01800				
453	2. Appropriate food prescription is prescribed based on participant's need.		2.07000, 2.07600, 2.07800, 2.07900				
455	3. Tailoring is completed by CPA.	2.4.6, 3.1, 4.1.2	2.01200, 2.01400, 2.01500, 2.01650, 2.01700, 2.01800, 2.07000, 2.07600, 2.07800, 2.07900				
457	4. Formula is not routinely provided to breastfeeding infant in first month. Formula is issued only when requested.	3.1	2.07600				
458	a. Breastfeeding infants are not <b>offered</b> formula.	3.1	2.07600				
459	b. Infants are not routinely offered or given the <b>maximum</b> amount of formula without a complete assessment.	3.1	2.07600				
460	5. Gluten-free Rice Chex is issued appropriately.	3.1	2.06600				
594	6. Appropriate documentation is on file for cycle changes or exceptions.	3.1	3.08100				
592	7. LWP utilizes tri-monthly cycle appropriately.	3.1	3.08100				
461	8. CPA only changes prorated food prescriptions to full.	3.1	2.08500				
	<b>E. Physical environment</b>						
452	1. Supportive of breastfeeding	6.2	6.05050				
	<b>F. Referrals</b>						
456	1. Clinic makes available appropriate health services to participants and informs applicants of the health and social services available within the health agency as well as other area/community services, including written information on Missouri HealthNet. A Registered Dietitian within community/area must be on the referral list.	7.1, 8.3, 8.3.1, 8.3.2	1.01800				

State Office Use Only	Missouri Department of Health and Senior Services - WIC & Nutrition Services			LOCAL WIC PROVIDER NAME:			
	NUTRITION and CLINIC OBSERVATION WORKSHEET			MONITOR DATES:			
	Reporting Fiscal Year: 2010			WIC STAFF:			
	DESCRIPTION	Scope of Work (SOW) Reference No.	WIC Operations Manual (WOM) Health & Nutrition Handbook (HNAH) Reference No. or Other	<div> <div>Check One</div> <div>MS NI U</div> </div>			<div>COMMENTS</div> <div>(Attach additional sheets as necessary.)</div>
<b>II. NUTRITION EDUCATION AND ASSESSMENT REVIEW</b>							
	<b>A. Value Enhanced Nutrition Assessment (VENA)</b>						
440	1. VENA form is used to determine nutritional status and to counsel participants.	2.6, 2.8	2.04550				
501	2. VENA form is scanned into MOWINS.		2.02850				
503	3. Appropriate staff person is processing the VENA form.		2.04550, 2.01400, 2.01500, 2.01650, 2.01700				
505	4. WIC Certifiers are processing the VENA form within their scope of practice.		2.10650				
404	<b>B. Purpose and procedure of program explained (Assure they are explaining supplemental program, nutrition ed required and referrals)</b>	2.4.6, 4.1.3	2.03200				
	<b>C. Initial Nutrition Education Contact</b>						
500	1. Discussion of WIC risk factors	2.4.6	2.06000, 2.06100				
502	2. Explain the nutrient value of the food package	2.4.6	2.06000, 2.06100				
504	3. Breastfeeding advantages (Prenatals)	5.1.7	2.06000, 2.06100				
506	4. Substance abuse	5.1.8	2.06000, 2.06100				
508	5. Importance of health care	5.1	2.06000, 2.06100				
	<b>D. Nutrition Education</b>						
525	1. Display understanding for other cultures	5.1.5	2.06100				
441	2. Reviewer uses open-ended questions	2.8	HNAH				
507	3. Uses affirming statement	2.8	VENA training				
442	4. An individual nutrition/health goal is set by each participant	2.7, 2.8, 5.1.2	2.06100, 2.02900, HNAH				
509	5. Followup on nutrition/health goal	5.1.3	2.06100, 2.06300, HNAH				
517	6. Appropriate to risk and areas of dietary deficiencies and/or nutritional concerns	5.1.5, 5.1.11	2.06100				
523	7. Appropriate education materials are reviewed with the participant	5.1.11	2.06100, 2.06200				
527	8. Educate, support and encourage women to initiate and continue to breastfeed	5.1.7	2.06000, 2.06500				
529	9. LWP uses USDA recommended counseling methods/teaching strategies that engage the participant (participant centered learning, motivational negotiation, facilitated group discussion, 3 step counseling, or demonstrations)	5.1	2.06100				
596	10. Participants that refuse Nutrition Education are placed on monthly cycle until the minimum requirement of two contacts are met.	5.1.1	2.06100, 3.08100				
	<b>E. Family Nutrition Education Program (FNEP)</b>						
513	1. Nutrition Coordinator observes presentation of each lesson.		2.06100				
515	2. Participant questions are referred to local agency nutritionist.		2.06100, 2.01400, 2.01450				
519	3. All FNEP sessions are group, not individual		2.06100				
	<b>F. Alternative Nutrition Education</b>						
521	1. Alternative nutrition education is provided according to policy.		2.06300				
	<b>G. Nutrition Education Materials</b>						
533	1. WIC nutrition education materials promote current nutrition feeding practices.	5.1.11	2.06200				
	<b>H. Exit Counseling</b>						
532	1. All six (6) aspects of exit counseling explained to women leaving the program	5.1.9	2.06500				
534	2. Exit Counseling brochure offered	5.1.9, 5.1.11	2.06500				

State Office Use Only	Missouri Department of Health and Senior Services - WIC & Nutrition Services			LOCAL WIC PROVIDER NAME:		
	NUTRITION and CLINIC OBSERVATION WORKSHEET			MONITOR DATES:		
	Reporting Fiscal Year: 2010			WIC STAFF:		
	DESCRIPTION	Scope of Work (SOW) Reference No.	WIC Operations Manual (WOM) Health & Nutrition Handbook (HNAH) Reference No. or Other	<div>Check One</div> <div>MS NI U</div>		COMMENTS (Attach additional sheets as necessary.)
<b>III. TRAINING AND QUALIFICATIONS</b>						
	A. Qualified and appropriately trained staff has been designated for the following positions. (List all staff by names)					
559	1. HPA	9.1, 9.3.2	2.01700			
560	2. WIC Certifiers. Functions are overseen by Nutrition Coordinator.	9.3.1	2.01650			
561	3. Nutrition Educator	9.1, 9.2.3	2.01800			
552	3. Breastfeeding coordinator	9.1, 9.2.3	6.05000			
554	4. Competent professional authority (CPA)/Nutritionist	9.1, 9.2.2	1.01550, 2.01400, 2.01500			
563	5. RD registration and licensure and RN licensure verified		MO Revised Statutes 324.205.1 and 324.205.2 <a href="https://renew.pr.mo.gov/licensee-search.asp">https://renew.pr.mo.gov/licensee-search.asp</a>			
<b>IV. BREASTFEEDING PEER COUNSELOR PROGRAM</b>						
575	A. Breastfeeding Peer Counselors are not WIC Certifiers, CPA's, Nutritionist or member of the professional staff within the LWP agency, health department or hospital.	BFPC 1.2, 1.6	6.00200			
577	B. Breastfeeding Peer Counselors teach group classes only with lesson plans approved by Nutrition or BFPC Coordinator and proper breastfeeding topics are documented when appropriate.	BFPC 1.6	6.00200, 2.06100			
579	C. Nutrition topics are not being documented for individual breastfeeding contacts by Breastfeeding Peer Counselor.	BFPC 1.6	6.02000, 2.06100			
585	D. A proper referral path is available for the Breastfeeding Peer Counselor when issues occur outside of his/her scope of practice.	BFPC 1.6	6.00200, 6.01500			